

# Alberta Bobsleigh Policies and Procedures Manual

## Table of Contents

### **Section 1            Organization**

Mission Statement	Page 1
Board	Page 2
Technical Director	Page 5
Membership	Page 6
Meetings	Page 7
Funding/Promotion	Page 8

### **Section 2            Finances**

Budget	Page 10
Accounting	Page 10

### **Section 3            Capital Management**

Equipment	Page 11
COP Track Usage	Page 12

### **Section 4            Programs**

Club Development	Page 13
Athlete Code of Conduct	Page 15
Alberta Team Eligibility Criteria	Page 16
General Code of Conduct	Page 17
Disciplinary Procedure	Page 18
Appeal Procedure	Page 18
Coaching Development	Page 19
Officials Development	Page 20
Doping Policy	Page 21
Licensing	Page 23
Screening	Page 24
Conflict of Interest	Page 25
Harassment Policy	Page 26

# ALBERTA BOBSLEIGH POLICIES AND PROCEDURES

**Section:**       **Organization**

**Subject:**       **Structure**

**NAME:**         The Alberta Bobsleigh Association/A.B.A.

**HEAD OFFICE:**   The Board shall, where it sees fit, decide on the head office location.

## **MISSION STATEMENT**

- To develop a broad interest in bobsleigh throughout Alberta.
- To provide opportunities for all Albertans to participate in bobsleigh.
- To provide opportunities for all Albertans to progress to National and International levels.
- To establish Alberta as a leading centre for bobsleigh throughout the world.

**MANDATE:** The Alberta Bobsleigh Association has a mandate to provide for and train athletes, officials, coaches in the sport of bobsleigh within the province of Alberta. The A.B.A. is the sole controller of events in Alberta with respect to bobsleigh. All groups within Alberta interested in fielding a team or club, must have the approval of the Association before they are allowed to compete in the field of bobsleigh.

## ALBERTA BOBSLEIGH POLICIES AND PROCEDURES

**Section:**           **Organization**

**Subject:**           **Board**

**THE BOARD:** This Society shall hold an annual meeting on or before September 30th in each year and notice shall be given as per 8.06 in the By-Laws to all members. At this meeting there shall be elected sufficient Directors so that there are a total of 5 to 9 Directors on the Board. Each Director shall be elected for a term of 3 years, and the Directors so elected shall form a Board and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled by resolution of the board. The person so appointed shall hold office until the next AGM is held. The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society. A special meeting of the Board of Directors may be called on the instruction of any two Directors thereof provided they request the President in writing to call such meeting, and state the business to be brought before the meeting. Meetings of the Board shall be called by ten days notice in writing mailed to each member or by three days notice by telegram or telephone. The quorum for the transaction of business at any meeting of the Board shall consist of 1/3 of the Directors holding office or such greater number of Directors as the Board may determine.

**Management Committee:** The Management Committee shall consist of the President, Vice-President, Treasurer and Technical Director. The Management Committee shall conduct the daily business of the Society and will report to the Board of Directors on a monthly basis.

**President:** The President shall be an ex officio member of all Committees. He/she shall, when present, preside at all meetings of the Association and of the Board. In the absence of the President, the Vice-President shall be chairman of any meeting of members.

The President shall be the chief executive officer of the Society and, subject to the authority of the Board shall have full power to manage and direct the business and affairs of the Society (except such matters and duties as by law must be transacted or performed by the Board of Directors and/or the membership) and to employ and discharge agents and employees of the Society and may delegate to them authority to act. The President shall at all reasonable times give to the Directors all information they may require regarding the affairs of the Society. Any agent or employee appointed by the President shall be subject to discharge by the Board of Directors. The President shall have such other powers and duties as the Board may specify. The Board of Directors, if it deems necessary, may appoint a management committee with such powers as required to assist the President in the conduct of the business of the Society.



## ALBERTA BOBSLEIGH POLICIES AND PROCEDURES

**Section:**           **Organization**

**Subject:**           **Board**

**Vacancy or Removal of a Director:** IF A DIRECTOR MISSES THREE (3) CONSECUTIVE BOARD MEETINGS WITHOUT ACCEPTABLE REASON, THAT DIRECTOR MAY BE REMOVED FROM THE BOARD BY A VOTE OF 1/3 OF THE DIRECTORS HOLDING OFFICE.

Subject to the Act, the membership may by special resolution passed at a meeting specially called for such purpose remove any Director from office, and the vacancy created by such removal may be filled at the same meeting, failing which it may be filled by the Board.

A Director ceases to hold office when he/she dies; he/she is removed from office by the membership; he/she ceases to be qualified for election as a Director; or his/her written resignation is sent or delivered to the Society.

**Qualification for Office:** No person shall be qualified for election as a Director if he/she is less than 18 years of age; if he/she is of unsound mind and has been so found by a Court in Canada or elsewhere; or if he/she is not an individual, or if he/she has the status of a bankrupt, or if he/she is not a member in good standing, or if he/she is not a resident of Alberta.

**Consent for Office:** No election or appointment of a person as Director shall be effective unless:

- (a) he was present at the meeting when he/she was elected or appointed and did not refuse to act as a Director, or
- (b) he/she consents in writing to act as a Director before his/her election or appointment or within ten days thereafter, or
- (c) he/she acts as a Director pursuant to the election or appointment.

**Remuneration and Expenses:** Unless authorized by ordinary resolution at a meeting of the membership of which notice of the same has been given, no Director of the Society shall receive any remuneration for his services as Director but shall be reimbursed for all reasonable expenses approved by the Board of Directors and incurred in the general conduct of the business of the Society.

## **ALBERTA BOBSLEIGH POLICIES AND PROCEDURES**

**Section:            Organization**

**Subject:            Technical Director**

**TECHNICAL DIRECTOR:** The Technical Director, if any, shall be appointed by the Board of Directors for such term as may be determined by the Board of Directors and shall exercise such powers, have such authority and perform such duties as may be delegated to him/her by the Board of Directors. In the discretion of the Board of Directors the Technical Director may be paid remuneration in an amount to be determined by the Board of Directors. The Technical Director shall report directly to the President and shall, in general, be responsible for organizing, implementing, co-ordinating and monitoring all services and programs undertaken by the Society. The Technical Director shall serve as an ex-officio member of the Board of Directors without a vote.

Functions:

- To assist with developing the Association's Three Year Plan, and to organize and co-ordinate all programs of the Association as stated in the Three Year Plan.
- To prepare funding applications, budgets and evaluations for the Association.
- To ensure all accounting of grants are accounted for within the time period allowed.
- To assist the treasurer with the accounts payable, receivable and the preparation of the audited financial statements.
- To maintain liaison/communication with clubs, government agencies, NSGB, volunteers, etc
- To develop a track schedule for the upcoming season with CODA
- Attend meetings containing information directly applicable to the Association.
- To issue licenses and membership for the current season
- To co-ordinate the volunteers of the Association
- To actively promote the sport of Bobsleigh within the Province of Alberta
- To undertake all other duties deemed necessary by the Board of Directors of the Association.

# ALBERTA BOBSLEIGH POLICIES AND PROCEDURES

**Section:**           **Organization**

**Subject:**           **Membership**

**MEMBERSHIP:** Membership in the Association falls into 2 categories:

**1. Full membership** - which includes accident insurance. Full memberships are designed for interested athletes, coaches, officials and individuals who wish to play an active role in our Association. Any person being a member in good standing of an Alberta Bobsleigh Club associated with the Society may become a member of the Society upon payment of the membership fee, if any, as determined by the Board of Directors from time to time. To be associated with the Society an Alberta Bobsleigh Club shall be incorporated with by-laws approved by the Society, shall pay an annual fee as determined by the Board of Directors from time to time, shall have at least twelve fully paid-up members and shall be accepted by the Society by a majority vote of the Board of Directors. A person under the age of 18 years who is admitted as a member of the Society is liable to the payment of fees and otherwise liable under the rules of the Society as if he were an adult. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. If any member is in arrears for fees or assessments for 30 days or more after payment is due, such member, without notice, shall be automatically suspended and shall thereafter be entitled to no membership privileges or powers in the society until reinstated. Any member upon a two-thirds vote of all members of the society in good standing may be expelled from membership for any cause which the society may deem reasonable.

## **2. Associate Membership**

A person may become an associate member of the Society upon payment of an associate membership fee as determined by the Board of Directors from time to time and upon fulfilling such other reasonable requirements, if any, as may be determined by the Board of Directors from time to time. The Board of Directors, in its discretion, may create different classes of associate membership and to which may be attached different rights and powers. Associate members shall be entitled to receive notice of and attend meetings of members but shall not be entitled to vote there at.

## **3. Fines**

The Society may impose a penalty of not more than \$5.00 on a member contravening a by-law of the Society. A penalty may be recovered as a debt due from the member of the Society, and all penalties so received belong to the Society.



## **ALBERTA BOBSLEIGH POLICIES AND PROCEDURES**

**Planning Documents:** The Board shall develop a Three Year Plan and review and update it each year at their planning meeting.

<b>Section:</b>	<b>Organization</b>	<b>Subject:</b>	<b>Funding/Promotion</b>
-----------------	---------------------	-----------------	--------------------------

**SPONSORSHIP:** The Association, under the direction of the Board of Directors will try to secure sponsorship from various organizations.

**Sponsorships and Assistance:** So that no conflicts arise with sponsorship, A.B.A should send a copy of their sponsorship package to the National Association, Bobsleigh Canada, as well, the individual clubs should send a copy of their package to A.B.A. At the end of each sponsorship period, the Association should send a recognition letter and plaque or certificate, to thank the sponsor for its help.

**GRANTS:** The Association currently receives Grants from the following agencies:

- 1) Alberta Sport Connection
- 2) Calgary Olympic Development Association

**CASINO:** The A.B.A. office will apply for Casino dates under the jurisdiction of the Alberta Gaming Commission.

### **PROMOTION**

**Policy:** The Association, in its mandate to expand bobsleigh in Alberta, will use the media to inform the populace. The media is a tool that the Association should use as much as possible to encourage public knowledge and to generate excitement for bobsleigh. The Association shall not use the media to the advantage or disadvantage of one group or club in the Association. When dealing with the media, the Association shall appoint a member to be spokesperson. Under no circumstances may another member speak to the media as an official spokesperson without prior approval from the Board.

**Education:** Under the direction of the Technical Director, the Association may organize various events for the general populace as well as schools, that emphasize furthering knowledge of the sport of bobsleigh. The educational format should,

- (i) respond to the needs of the students,
- (ii) give solid background of bobsleigh,
- (iii) be fun and enjoyable.

The educational presentation should make use of the many visual aids that the sport of bobsleigh presents, i.e.: the use of a bobsleigh, ice shoes, speed suits, as well as audio visual presentations.

**Press Releases:** The Technical Director will issue a press release for all competitions of the Association. **UNDER NO CIRCUMSTANCES SHOULD ANY MEMBER MAKE A**



# ALBERTA BOBSLEIGH POLICIES AND PROCEDURES

**Section:** Finances

**Subject:** Financial

**FINANCIAL ORGANIZATION:** The Association's Fiscal Year end is March 31st.

**Budget:** Every year, the Association must produce a budget for each area within the Three Year Plan. The budget must outline all expenditures as well as revenues.

**Payables:** All payments of the Association will be made by cheque on or around the 25th of each month.

**Receivables:** As funds are received by the Association the Technical Director or Treasurer will deposit said funds in the appropriate accounts.

**Office Purchasing:** The Association gives to the Technical Director, the authority to requisition and order office supplies and equipment up to \$1000.00.

**Expense Accounts:** From time to time, the Board may see fit to cover expenses of members who are providing services to or for the Association, provided that these expenses are submitted on an expense form. Each expense must be properly documented with the following information and include a receipt.

- (i) name of item or service bought,
- (ii) date of purchase,
- (iii) location of purchase,
- (iv) explanation of the use of item or service,
- (v) number of kilometers of travel to be charged at \$.54/km

When expense accounts involve different currencies, separate forms for each currency should be filed and submitted in Canadian dollars. These expense accounts will be paid with the Association payables upon approval by the President or Board of Directors.

**Advances:** There are no permanent travel advances granted. Temporary travel advances are granted as required and approved by the Board of Directors. All advances must be accounted for within 10 working days after a trip. Expense forms must be used and all expenses must be in Canadian dollars.

**Purchasing Policy:** It is the policy of the Association to purchase equipment to further the sport of Bobsleigh in Alberta. Each purchase shall be for the benefit of all Alberta Bobsleigh Association members upon approval of the Board of Directors. The purchase of equipment shall be from a neutral entity with no financial connections to the Board.

## ALBERTA BOBSLEIGH POLICIES AND PROCEDURES

**Section:** Capital Management

**Subject:** Equipment

### **EQUIPMENT:**

**Rentals:** A fee of an acceptable nature shall be charged. This fee shall denote the quality of the equipment, the costs of upkeep and a fair profit for the Association.

**Equipment Insurance:** All equipment owned by the Association must be, for the members benefit, properly insured by a bondable company. The insurance should reflect the total cost of replacement for each piece of equipment in case of fire, damage, or theft. The renter of the Association's equipment should also obtain insurance for the equipment of the Association, or, alternatively, provide a damage deposit in such amount as may be appropriate under the circumstances.

**Equipment Agreement with Respect to Operations:** All equipment used by either members or non- members must be signed out by the user. The agreement should include a clause regarding what acceptable and unacceptable treatment of the equipment should be. The user shall assume all costs involved if, he/she damages or loses the equipment.

**Equipment Inventory Procedure:** At the end of each financial year end, all equipment owned by the Association shall be inspected and a report made. The equipment shall be categorized and properly recorded.

# ALBERTA BOBSLEIGH POLICIES AND PROCEDURES

**Section:** Capital Management

**Subject:** COP

## **CANADA OLYMPIC TRACK USAGE**

### **Registration:**

Registration is mandatory for all athletes before each training day and competition and must be completed in advance to ensure proper and efficient conduct during competition or training. Identification Cards are issued by A.B.A.

**Accident Insurance:** A.B.A. has accident insurance for both athlete and officials that utilize the Bobsleigh track or related facilities at COP.

**Legal Liability:** A waiver of CODA's legal liability must be signed by all users, of the Bobsleigh track at the time of registration.

**Accreditation:** Only individual members of clubs, organizations and associations affiliated with a Sport Governing Body recognized by CODA will be allowed access to the Bobsleigh track or related facilities for instruction, training or competition.

**Track Licenses:** The licensing of Provincial bobsleigh pilots and crew and control of the right of access to higher start positions will rest with A.B.A. Licensing procedures and will be followed in consultation with Bobsleigh Canada Skeleton.

**Suspension of Track Privileges:** A.B.A. reserves the right to suspend track privileges and to exclude from any use of the facilities at COP any A.B.A. member found to be contravening stated track regulations. The length of suspension will be determined by A.B.A.'s Board of Directors

**COMPETITIONS:** The Association will be responsible from time to time for International and National events in Calgary. The Association shall conduct itself in a manner that will fulfill our Mission Statement, to establish Alberta as a leading center for bobsleigh throughout the world. The Association is in full control of all Alberta events with respect to bobsleigh. As the only functioning body for the regulation of bobsleigh within Alberta, the Association is responsible for all aspects of Provincial competitions.

**Competition Administration:** The Association shall follow IBSF rules in any competition it sanctions or hosts.

# ALBERTA BOBSLEIGH POLICIES AND PROCEDURES

**Section: Programs**

**Subject: Club Development**

## **CLUB DEVELOPMENT**

### **Policy:**

It is the policy of the Association to encourage the development of bobsleigh, through the building of Local and Regional Clubs into viable and independent entities. The Association recognizes that the clubs within Alberta are the fundamental bases of bobsleigh in Alberta, they control the majority of equipment and are responsible for the majority of athlete training and recruitment. The Associations role is primarily that of providing leadership, giving technical and administrative help to clubs in order to ensure their continuance.

### **Procedure:**

An application with at least twelve (12) paid members of the future club shall be given, as well as the initiation fee of \$100.00 to the Association, the Board shall then examine the quality of the application, its viability in a long run sense and then decide whether or not to approve the club. A number of important ideas should be incorporated by the new club in its application.

- List of members (ages and background)
- A Draft Constitution
- A list of objectives
- The ability to draw future athletes in their area.

# ALBERTA BOBSLEIGH POLICIES AND PROCEDURES

**Section:** Programs

**Subject:** Athletic Programs

**SUMMER TRAINING/TESTING CAMPS:** The Association, during the will hold a minimum of two testing camps and run a training program during the off season months.

**ANNUAL PUSH COMPETITION:** Each year, A.B.A. holds a push competition. The purpose of this is:

- (i) To enhance the skills of existing athletes.
- (ii) To promote the sport publicly, via a visual display of the sport of bobsleigh.

## **JUNIOR ATHLETES POLICY**

The Association defines Junior Athletes as, those between the ages of sixteen and eighteen. The Association recognizes the fundamental need for the development of young athletes in the perpetuation and development of excellent bobsleigh squads.

## **WAIVER INFORMATION**

### **A.B.A.'s RESPONSIBILITY**

1. To make certain that the participants signing the waiver form have read and understand what it says.
  2. To make the participants aware of all the risks involved in bobsleigh.
- To remove/disqualify any participant that could cause injury to himself or others due to consumption of alcohol or drugs.

### **PARTICIPANT'S RESPONSIBILITY**

1. To understand the waiver form before signing it.
2. To understand that they can be removed from the race, the track, and the premises by any authorized officials/ employees of A.B.A. if they are thought to be under the influence of alcohol or drugs.
3. That A.B.A. will not claim responsibility of any injury to persons under the influence of alcohol/drugs.
4. Any persons sliding under the auspices of being an A.B.A. member and not licensed will face a discipline hearing.

### **DRIVER SCHOOL**

Each year the Association shall hold at least one driving school. At this school the participants shall learn:

1. basic safety techniques
2. driving position skills on ice
3. strategic driving and visualization techniques

## **ALBERTA BOBSLEIGH POLICIES AND PROCEDURES**

4. proper sled maintenance and sled repair
5. IBSF rules

**Section:** Programs

**Subject:** Athlete Code of Conduct

### **ATHLETE CODE OF CONDUCT**

- All athletes of the Alberta Bobsleigh Association are expected to behave in an exemplary manner exhibiting sportsmanlike conduct, and will treat all officials, coaches, volunteers, athletes and members of the public with respect.
- Behavior deemed to be unacceptable includes any illegal or criminal act, damage or destruction of property, substance abuse (as defined by IOC), bad sportsmanship or other behavior that brings the Alberta Bobsleigh Association or the sport into disrepute.
- Submit at competitions or any other times as required for dope testing.
- All athletes are responsible for the care of all assigned equipment and clothing.
- All athletes have a responsibility to know and shall abide by the regulations, policies and standards set down by Alberta Bobsleigh Association, Bobsleigh Canada Skeleton, C.O.D.A., and respect the coaches, officials, volunteers and staff of these agencies
- Athletes have a responsibility to know the IBSF rules of the sport and the rules relating to doping, both national and international, and to abide by them.

# **ALBERTA BOBSLEIGH POLICIES AND PROCEDURES**

**Section: Programs**

**Subject: Alberta Team Criteria**

## **ALBERTA TEAM ELIGIBILITY CRITERIA**

The Association shall, every year, engage in a comprehensive selection procedure, in order to choose an Alberta Team. Athletes must meet a minimum requirement of completing one bobsleigh testing camp sanctioned by Alberta Bobsleigh. Athletes must enter on-ice selection races for both drivers and brakeman/crewman. The team will consist of a maximum of 12 male and 6 female athletes with the intention to progress to the National Team and meet the following criteria:

1. All Alberta Team members must be a member, in good standing, of an A.B.A. affiliate club, Alberta Bobsleigh and Bobsleigh Canada.
2. All athletes participating in, thereby receiving funding for, Alberta level programs must hold a six month permanent residency in Alberta.
3. All Alberta Team members must adhere to a Code of Ethics established by A.B.A. and any other applicable agencies and sponsors.
4. All Alberta Team members will be required to complete an Athlete Agreement Form.
5. All Alberta Team members, if requested, must provide a form of medical fitness.
6. Athlete's previous sport training and potential for advancement to the National Team will be considered in assessing the athletes suitability for the Alberta Team
7. Athletes previously carded by Bobsleigh Canada will not be considered for the Alberta Team in the same athletic position.

# ALBERTA BOBSLEIGH POLICIES AND PROCEDURES

**Section: Programs**

**Subject: General Code of Conduct**

## **GENERAL CODE OF CONDUCT**

- Every member of the Alberta Bobsleigh Association shall, whenever appearing as a representative of the Association, adhere to the following general principles of conduct:
- Dress neatly and in the manner appropriate to the occasion
- Refrain from becoming, or giving the appearance of being, intoxicated
- Refrain from threatening and/or abusive language and behavior
- Refrain from possessing, using, or encouraging the use of illegal substance such as marijuana, hashish, cocaine or any banned substance as defined by the IOC and the Canadian Centre for Ethics in Sport.
- All members have a responsibility to know and shall abide by the regulations, policies and standards set down by Alberta Bobsleigh Association, Bobsleigh Canada, C.O.D.A., and respect the coaches, officials, volunteers and staff of these agencies

# ALBERTA BOBSLEIGH POLICIES AND PROCEDURES

**Section:** Programs

**Subject:** Disciplinary Procedure  
Appeal Procedure

## **Disciplinary Procedure:**

1. If it is alleged that a member has violated any policy or code of conduct of the Association a written complaint or grievance is submitted to the Association's office within 48 hours of the incident, a committee of three members of Alberta Bobsleigh will be struck within seven days, with at least one member being a Director of Alberta Bobsleigh Association.
2. The committee will review the complaint within three days and determine an appropriate course of action.
3. If the committee determines that there should be a hearing then all parties involved will be given five days written notice of the date of the hearing.
4. All interested parties may make submissions to the committee at the hearing.
5. The committee shall give a written decision within ten days of the hearing. If the committee finds that a violation has occurred the decision will specify the unacceptable behavior or activity and will specify the sanction(s) or penalty(s) to be imposed.
6. Penalties or sanctions may include, but are not restricted to, expulsion from the Association, suspension, fine, and revocation of privileges or reprimand.
7. The committee is in charge of its own procedure and may if appropriate amend the time within which things may be done.

## **Appeal Procedure:**

1. The Association's appeal process is available to any member who considers that a decision by the Association directly affecting him or her was made using unfair procedures or was influenced by bias.
2. All appeals must be submitted in writing to the Association's office within ten days of the issue and be accompanied by a nonrefundable fee of \$50.00 cash.
3. The Appeal Committee will consist of a minimum of three members with at least one member being a Director of Alberta Bobsleigh Association.
4. The committee will be struck within ten days of receipt of the written appeal and fee and the committee will meet within ten days.
5. Whether or not unfair procedure or bias had an impact on the outcome of a decision are the only grounds for an appeal. An appeal is not for re-deciding issues.
6. The Appeal Committee will hear statements from all interested parties.
7. The Appeal Committee shall render its decision in writing within ten days of the conclusion of the hearing.
8. If the appellant's case is not successful the cost of hearing the appeal may be imposed.

## **ALBERTA BOBSLEIGH POLICIES AND PROCEDURES**

9. The committee is in charge of its own procedure and may if appropriate amend the time within which things may be done.

**Section:           Programs**

**Subject: Coaching/Officials**

### **COACHING DEVELOPMENT**

It is the Association's policy to provide all athletes competing in the sport of Bobsleigh in the province of Alberta with coaching which will allow them to achieve their full performance potential. All coaches are required to be members of the Association and must abide by its rules and regulations. All coaches are accountable to the Board of Directors. It is the responsibility of the Coaching Committee to:

- ensure that coaches are available to the athletes during ABA programs where coaching is appropriate and desired. (Includes on ice and dryland training)
- ensure that coaches are qualified according to standards set by the board of directors.
- determine coaching development needs and provide development opportunities for coaches to meet them.
- review the performance of Alberta Bobsleigh coaches on an annual basis
- review and respond to any complaints from athletes regarding the behavior of coaches
- draft and circulate for approval, provincial team selection criteria (must be consistent with Bobsleigh Canada standards)
- select the Alberta provincial team based on the approved team selection criteria
- coordinate and instruct the annual bobsleigh driver's school

It is the responsibility of all coaches to:

- assist athletes to achieve better performance in the sport of bobsleigh
- provide feedback to athletes that is constructive, developmental and technically accurate
- ensure that the training environment is safe, supportive and focused on the needs of the athletes
- all coaches must have a good knowledge of the IBSF rules

#### **Head Coach**

The head coach of the Alberta Bobsleigh Association, if any, shall be appointed by the Board of Directors for such term as may be determined by the Board of Directors. The Head Coach shall report directly to the Technical Director and must have the following qualifications:

- minimum Level 2 NCCP
- experience in physical training and bobsled driving/push

The Head Coach shall serve as an ex-officio member of the Board of Directors without a vote.

# ALBERTA BOBSLEIGH POLICIES AND PROCEDURES

**Section: Programs**

**Subject: Coaching/Officials**

## **Duties to include:**

- Talent Identification and recruitment
- Assisting in coaching and preparing athletes according to the policies and procedures of the Association
- Coaching and train the Alberta Team
- Assisting with the summer training program
- Assisting with the test camps
- Assisting with the drivers school
- All other duties deemed necessary by the Board of Directors of the Association.

## **OFFICIAL DEVELOPMENT**

The Association recognizes that officials are an integral part of the sport of bobsleigh in Alberta. The National certification program will be followed by the Association.

### **Clinics**

At least once a year, the Association shall run an Officials clinic. The clinic shall give the officials all relevant data on bobsleigh, with respect to rules and regulations.

## **REMOVAL OF AN OFFICIAL/COACH**

A Committee shall review the official/coach's action and determine the appropriate action for the Board to take. There is no room for appeal by a dismissed official/coach.

# ALBERTA BOBSLEIGH POLICIES AND PROCEDURES

**Section: Programs**

**Subject: Doping**

## **DOPING POLICY**

The Alberta Bobsleigh Association opposes the use by all its members of any banned substance in contravention of the rules of IBSF, C.O.A., and the I.O.C. and is equally opposed to any encouragement of the use of such substances by individuals in the position of leadership.

The Association reserves the right, at any time, to conduct drug tests on its members. The individual, upon membership with the Association, gives the Association the power to impose drug testing by the Association.

## **DOPING INFRACTIONS**

A doping infraction is the use of banned substances or practices. Reference for identifying these substances and practices include the International Olympic Committee's published categories of banned classes and methods as well as the IBSF rule book section on doping.

## **DOPING RELATED INFRACTIONS**

- condoning the use of banned substances or practices
- counseling or advising others to use banned substances or practices
- avoiding or aiding in avoiding doping control and detection of banned substances or practices
- securing, supplying or administering banned substances or practices
- possession of banned substances without valid medical reason
- importing or selling banned substances or materials intended for use in a manner contrary to anti-doping rules
- refusal to participate in doping control
- failing to cooperate as requested in any Canadian Centre for Drug Free Sport or sport governing body investigation into a possible doping infraction

## **PENALTIES - DOPING INFRACTIONS**

In accordance with the standard operating procedures, a doping infraction may be proven by a positive test result obtained from an IOC accredited laboratory, or by such other evidence which establishes a doping infraction.

The penalty for a doping infraction proven by a positive laboratory test result is calculated from the date of sample collection. Otherwise, a penalty is calculated from the decision of the Panel as set out in the procedures for the determination of doping related infractions.

Subject only to the provisions for reinstatement, the penalties for a doping infraction by an athlete are:

## **ALBERTA BOBSLEIGH POLICIES AND PROCEDURES**

- a) 1<sup>st</sup> infraction 4 years ineligibility
- b) 2<sup>nd</sup> infraction life ineligibility

**Section: Programs**

**Subject: Doping**

Subject only to the provisions for reinstatement, the penalties for a doping infraction by a person other than an athlete are:

- a) 1<sup>st</sup> infraction life ineligibility

In cases where the infraction occurs at a major event (e.g. World or Continental Championships or Major Games) a person's four-year ineligibility will include the same major sporting event if the date of the next major sporting event is beyond the 4 year time period.

An athlete with a positive laboratory finding on the "A" Sample will be ineligible to compete pending the outcome of the "B" Sample confirmation, or successful protest or appeal.

### **PENALTIES - DOPING RELATED INFRACTIONS**

Subject only to the provisions for reinstatement, an athlete proven to have committed a doping related infraction will be subject to a lifetime ineligibility for direct federal sport funding, and a sport ineligibility for a minimum period of four years, except where the infraction and the athlete's misconduct is deemed by the sport governing body in question to warrant a greater penalty.

Subject only to the provisions for reinstatement, any person other than an athlete proven to have committed a doping related infraction shall be subject to a lifetime penalty in respect of direct federal funding and sport eligibility.

# **ALBERTA BOBSLEIGH POLICIES AND PROCEDURES**

**Section: Programs**

**Subject: Licensing**

## **TRACK USAGE AND LICENSING**

### **LICENSES**

All Association sliders must be members in good standing of the Alberta Bobsleigh Association prior to being issued a license, and must have a valid license before being allowed to slide. All new sliders must attend an orientation session given by one of the members of the Coaching Committee. No licenses for new sliders will be issued until an orientation session has been attended.

### **SIGN IN PROCEDURE**

All athletes must pre-register at the Sport Centre at Canada Olympic Park 30 minutes prior to the start of each sliding session. No late registration will be accepted. If you have not signed in 30 minutes prior to the start of the session you will not be allowed to slide in that session. Athletes will be required to post their card in person. When you sign in the driver and brakeman's license will be placed together on the sign up board. Start order is determined on a first come/first served basis. Sliders that reside outside of Canada and belong to Alberta Clubs will be charged International sliding rates by CODA and will only be allowed in the session if the session is not full.

### **WALKING TRACKLINE**

All drivers should walk the trackline prior to their sliding session. An athlete is permitted to walk in the track while a session is in progress **ONLY** when accompanied by the ABA session head coach.

### **SESSIONS**

All A.B.A. sessions will have an Association representative in charge and that person will have radio communication to the tower. If two or three runs have been completed and there is time left in the session, the A.B.A. representative will decide which slider or sliders are to have another run. The 60 second clock will be used to start athletes and there will be approximately two minutes between sleds. Any athlete who is not ready on the start line will forfeit that run and must wait till the next run. This will be strictly enforced to ensure maximum use of the sliding session. With regard to the pause between training runs, it will be at the A.B.A. representative's discretion to ensure that there is adequate time for the athletes to prepare for any run taking due consideration of the schedule as well as safety and weather factors.

# **ALBERTA BOBSLEIGH POLICIES AND PROCEDURES**

## **TRANSPORTATION**

CODA Vehicles will move all sleds/athletes from the finish area to the respective start houses. Transport will begin a minimum of 45 minutes prior to scheduled session.

**Section: Programs**

**Subject: Screening**

## **SCREENING POLICY**

Persons who are in direct contact with the Association's athletes and who are in positions of trust and authority shall be screened by the Association.

Screening is a constant process of observation, evaluation and review. The following procedures will be followed for any person the Association feels should be screened for a position with Alberta Bobsleigh:

1. Write a clear position description.
  - responsibilities and expectations to be clearly set out.
2. Determination of risk.
  - the higher the risk the higher the screening level.
3. Conduct an interview.
  - talk to the potential volunteer about their background, skills, interests and availability. Ask each volunteer to fill out an individual background information form. Ask for references.
4. Request a Police records check.
  - police checks are reserved for those who will be in direct contact with athletes and who are in positions of trust and authority over athletes.

Alberta Bobsleigh will make every reasonable effort to create and maintain a safe environment and to ensure an appropriate match between volunteer and task.

# ALBERTA BOBSLEIGH POLICIES AND PROCEDURES

**Section: Programs**

**Subject: Conflict of Interest**

## **CONFLICT OF INTEREST POLICY**

Alberta Bobsleigh members shall not place themselves in a position of conflict of interest. This policy applies to all members of Alberta Bobsleigh. Members who fail to meet this standard will be subject to discipline in accordance with the Alberta Bobsleigh Code of Conduct and Discipline Policy.

A conflict of interest will be deemed to exist:

- When a member places him/herself or can be perceived to have placed him/herself in a position where they are under any obligation to any person or organization, which might benefit from improper consideration or favor.
- When a member seeks or is perceived to seek, gain, receive or benefit financially from preferential treatment in the discharge of their duties and responsibilities to Alberta Bobsleigh.
- Participating in the selection process of any Alberta Bobsleigh team if a member of the individual's family is a potential candidate for selection.
- Advocating or expressing an opinion, either verbally or in writing, which is contrary to the stated policies, decisions or positions of Alberta Bobsleigh.
- If gifts or favors of any kind are exchanged between a member and any individual or corporation whose relationship with Alberta Bobsleigh involves the member's sphere of responsibilities.
- If a member is in a position to determine the allocation of funds to specific projects in which a family member could be perceived to be deriving benefit.
- Behaving in such a manner as to embarrass Alberta Bobsleigh or bring the name of Alberta Bobsleigh into disrepute.

If a member is faced with a situation involving an existing or potential conflict of interest, or is in any doubt about the application of this policy, the circumstances must be reported to the Technical Director or a member of the board of directors immediately.

This policy is not intended to prohibit the acceptance or giving of common courtesies associated with accepted business practices, including accepting or giving gifts of nominal value which could not be construed as a bribe or other improper payment. This policy is not intended to prohibit the payment of honoraria by Alberta Bobsleigh to individuals who are entitled, by virtue of services performed or rendered to receive such honoraria.

# ALBERTA BOBSLEIGH POLICIES AND PROCEDURES

**Section: Programs**

**Subject: Harassment**

## Harassment Policy

The Alberta Bobsleigh Association, in co-operation with the Board of Directors, members, athletes and officials, is committed to a healthy, harassment-free environment supportive of the dignity, self-esteem and enjoyment of all program participants.

The Alberta Bobsleigh Association strives to provide programs and activities that are free of personal harassment, sexual harassment, intimidation and exploitation.

To this extent, the Alberta Bobsleigh Association has developed this policy intended to prevent personal and sexual harassment of its members and program participants and to deal quickly and effectively with any incident that might occur.

Alberta Bobsleigh Association has a “zero tolerance policy” in relation to all forms of abuse and harassment. Zero tolerance means that no level of abuse or harassment is acceptable.

## Definition

**Personal Harassment:** Behavior which is directed at or offensive to another individual and is based on personal characteristics including, but not limited to, race, religion, sex, physical characteristics or mannerisms.

**Sexual Harassment:** Behavior characterized as unwanted sexual advances, unwanted requests for sexual favors and other unwanted verbal or physical conduct of a sexual nature when:

1. It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in participation and advancement in the Association programs and activities:
2. The conduct has the purpose or effect of unreasonably interfering with the individuals participation or performance or creating an intimidating or hostile environment.

Harassment may be related to any of the discriminatory grounds contained in the Canadian Human Rights Act. Such behavior may be verbal, physical, deliberate, unsolicited or unwelcome. It may be one incident or a series of incidents. While the following is not an exhaustive list, harassment may include any of these matters if a reasonable person ought to have known the behavior would be unwelcome or offensive:

- verbal abuse or threats
- unwelcome remarks, jokes innuendoes or taunting
- practical jokes which cause awkwardness or embarrassment

**Section: Programs**

**Subject: Harassment**

## **ALBERTA BOBSLEIGH POLICIES AND PROCEDURES**

- unwelcome invitations, requests or other activities, whether indirect or explicit that cause intimidation or fear
- condescension or paternalism which undermine self-respect
- unnecessary physical contact such as touching, patting, pinching or punching
- physical assault

Conduct need not be intentional to amount to harassment. If the conduct is offensive or intimidating to others it will be considered harassing whether the individual intends it or not. It will not be tolerated within our Association.

### **A) Procedure**

If a member is being harassed, whether it be personal or sexual, the member should:

- Tell the individual his/her behavior is unwelcome and ask him/her to stop.
- Keep a record of incidents (date, times, locations, possible witnesses, what happened, your response). A member does not have to keep a record of events in order to file a complaint but a record can strengthen a member's case and help a member remember details over time.
- File a complaint. If, after asking the harasser to stop his/her behavior, if the harassment continues report the problem to one of the following individuals:
  - a) Association Technical Director
  - b) Association President
  - c) Member of the Association Board of Directors
  - d) Club President

You also have the right to contact the Alberta Human Rights Commission to file a complaint of sexual harassment and, if circumstances warrant it, ask the police to file a charge of assault.

### **B) Dealing with a complaint**

- Once a complaint is received, it will be kept confidential. An investigation will be undertaken immediately all necessary steps taken to resolve the problem.
- An investigation will be conducted by a disciplinary committee. All information will be kept in confidence.
- If the investigation reveals evidence to support the complaint of personal or sexual harassment, the harasser will be disciplined appropriately. Discipline may include suspension or expulsion from the association and association programs.
- If the investigation fails to find evidence to support the complaint, there will be NO documentation concerning the complaint.
- Regardless of the outcome of a personal or sexual harassment complaint made in good faith, the individual lodging the complaint, as well as anyone providing information will be protected from any form of retaliation or harassment by members of the association or affiliated bobsleigh organizations.

# ALBERTA BOBSLEIGH POLICIES AND PROCEDURES

Section: Programs

Subject: Harassment

## **C) Commitment of the Association**

The Alberta Bobsleigh Association is committed to the principle of an harassment free environment by:

Implementing an education program on harassment for its members.

Responding to complaints or to situations with potential for complaints.

Investigating complaints and following the harassment complaint procedure.

Maintaining the confidentiality of the individual(s) concerned, except where disclosure is necessary for the purposes of investigating the complaint or taking disciplinary measures in relation to the alleged complaint if discipline is being imposed.